

February 8, 2017
JOB VACANCY ANNOUNCEMENT

Fourth District Appellate Court
201 W. Monroe
Springfield, IL 62704

Applicant may be required to submit additional materials and/or complete job specific tests for the position.

POSITION:	Maintenance Custodian
DIVISION:	Fourth District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
MINIMUM SALARY:	\$29,665
REPORTING RELATIONSHIP:	Clerk of the Appellate Court
HOURS OF WORK:	8:00 a.m. – 4:00 p.m. (Monday - Friday)

ESSENTIAL RESPONSIBILITIES: Under general supervision by an administrative superior, the Maintenance Custodian performs custodial duties including overall building and grounds maintenance functions and conducts minor repairs to plumbing, electrical, and HVAC systems.

FUNCTIONS INCLUDE:

- Sweeps, mops, and waxes floor surfaces either by hand or with machine assistance.
- Vacuums, cleans carpets and upholstery.
- Dusts furniture, desks, and occasionally moves equipment and furniture.
- Washes doors, walls, windows, window sills, and woodwork.
- Cleans and sanitizes restrooms.
- Collects and disposes of waste.
- Provides assistance and support to fellow employees and the public in a courteous manner.
- Performs outside custodial duties such as shoveling snow and clearing ice from sidewalks and entranceways, mowing grass, fertilizing lawn and plants, and maintaining flower beds dependent upon weather conditions in order to keep the outside premises in an orderly condition.
- Other duties as assigned.

EDUCATION AND EXPERIENCE: Applicant must possess basic knowledge of plumbing, electrical, heating, ventilation and air conditioning systems; demonstrated knowledge of janitorial methods, chemicals, and equipment used to clean building interiors; ability to operate building and

grounds maintenance equipment safely; ability to recognize hazards and take measures to ensure a safe work environment; ability to follow oral and written instructions; ability to work independently or collaboratively as a team member; demonstrate a willingness to learn and assume responsibility for varied duties; possess strong interpersonal and communication skills; be detail oriented and thorough in work performance.

PHYSICAL REQUIREMENTS: This position requires the ability to safely lift, stoop, reach and bend to perform building and grounds maintenance work.

Interested individuals should submit a cover letter, resume, and three references by mail only to:

**Fourth District Appellate Court
Attention: Carla Bender, Clerk of Appellate Court
201 W. Monroe Street
P.O. Box 19206
Springfield, IL 62794-9206**

Applications must be postmarked no later than February 17, 2017.

EQUAL OPPORTUNITY EMPLOYER